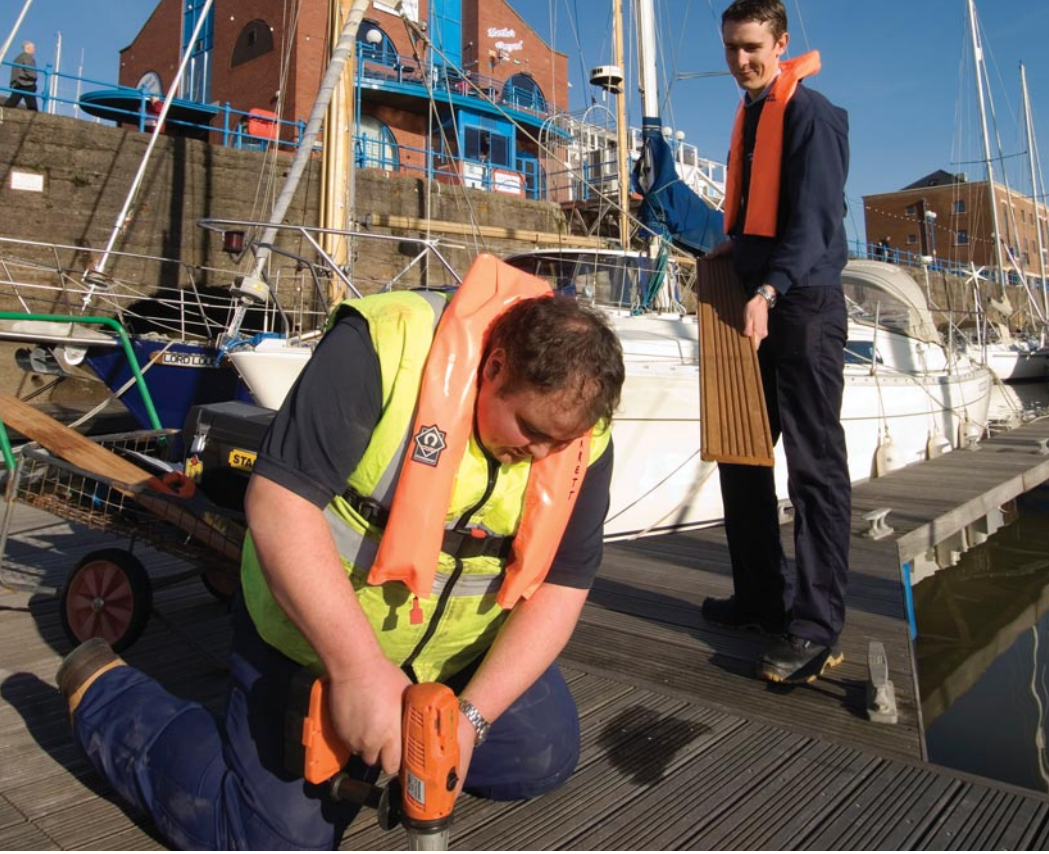




Milford Haven Port Authority

JOB PROFILES

Marina Operative



What is the work like?

This role is to assist with the smooth running of the Marina and Docks to provide an excellent service to our customers. It includes a broad range of duties including entering data on the computerised Marina Management database, invoicing and cash handling as well as practical activities such as assisting with fuelling and berthing of vessels, lock operations and maintenance and cleaning duties.

What qualifications and experience would you need?

There are no formal qualifications required, but some basic administrative and IT skills would be very useful as would practical and Boat handling skills. Experience in a customer service role would be helpful.

What further training and development might be available?

On the job training for all aspects of the job including computer training and operating the lock gates. All Marina staff are encouraged to undergo First Aid Training, Health and safety awareness.

What are the hours and working conditions?

Marina Operatives work a full time 40 hour week on a shift basis which involves working evening, night and day shifts, (4 on 4 off) including week-end and bank holiday working. The job involves working indoors and outside on Milford Marina in all weather conditions. You would be working in a team of 12 Marina Operatives plus office staff.

What skills and knowledge would I need?

- Good communication skills
- Customer service
- Basic IT/administration skills
- Basic boat handling skills
- Health and safety awareness
- Ability to follow procedures
- Flexible approach to work
- Ability to work on own initiative but essentially part of a team

All job vacancies as they arise are advertised on the MHPA website available at: www.mhpa.co.uk



Gorsewood Drive
Milford Haven
Pembrokeshire
SA73 3ER

Tel: +44 (0)1646 696100
Fax: +44 (0)1646 696125
enquiries@mhpa.co.uk
www.mhpa.co.uk

delivering port infrastructure and services with energy and excellence